

5 JULY 1956

OFFICE OF PERSONNEL MEMORANDUM NO. 40-150-11

SUBJECT: Records Management

1. This memorandum sets forth the principles and responsibilities for a records management program in the Office of Personnel and indicates the procedures for disposition of inactive Office of Personnel record materials. The recently developed Record Control Schedules for each Division and Staff provide a reference and control basis for implementation of the records management program.

2. The DD/Pers/PD and the Chiefs of the Divisions and Staffs are responsible implementing the records management program in their own areas of jurisdiction. The Records Control Officer, Office of Personnel (RCO/OP), under the direction of the Executive Officer, Office of Personnel (ExO/OP), is responsible for coordination of the records management program in the Office of Personnel. In addition, the RCO/OP will act as OP liaison officer between OP and the Records Management Staff, Management Staff, the CIA Records Center and other Agency facilities concerned with the management, servicing and disposition of record materials.

3. Records management in the Office of Personnel will take into account the following objectives:

a. Improvement of standards and procedures relating to creation of record materials;

b. Increasing the usefulness of existing records by improving methods of recording, handling, indexing, and filing;

c. Application of modern, labor-saving equipment designed to simplify and improve maintenance of records;

d. Implementation of approved record control schedules to permit disposal of records having no future reference value and periodic transfer of inactive records of continuing reference or legal value to the CIA Records Center; and

e. Establishment of a central cross-reference index for all Office of Personnel record systems.

4. Disposition of records, either by retirement or destruction, will be accomplished only in accordance with the disposition instructions provided in the approved record control schedules for each Division and Staff. Approval to deviate from the provisions of the subject schedules will be obtained from the ExO/OP, through the RCO/OP, prior to taking action contrary to schedule provisions. Specific procedures for retirement of records are contained in the attached instructions.

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5. Record control schedules may be revised or amended by application for approval of such action to the ExO/OP, through the RCO/OP, who will coordinate such requests with the Management Staff. Whenever possible, periodic reevaluation of record control schedules will be coordinated with each Division and Staff for purposes of maintaining currency.

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Harrison G. Reynolds  
Director of Personnel

Attachment

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